

**LIBRARY ADVISORY COMMISSION
CITY OF MILPITAS
Monday, September 15, 2008**

APPROVED MINUTES

Minutes: Meeting of the Library Advisory Commission (LAC)
Date of Meeting: September 15, 2008
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd.,
Committee Room

Call to Order: Chairperson Hay called the meeting to order at 7:00 p.m.

I. Roll Call Commissioners Present: Hay, Aoalin, Stephens, Montano, and
Alternate and Phan

Commissioner Absent: Wang, Pham

Commissioner Excused Absent: Chou, Estioko

City Council Liaison Present: Councilmember Giordano

County Staff Present: Community Librarian Arbaugh,

City Staff Present: Rosana Cacao, Acting Community Center
Supervisor

Lisa Ciardella, Recording Secretary

Steve Erickson, Associate Civil Engineer

Leslie Stobbe, Public Information Specialist

II. Seating of Alternates

Commissioner Phan was seated.

III. Flag Salute

Chairperson Hay led the Commission in the Pledge of Allegiance

IV. Approval of Minutes

MOTION to approve the minutes of July 21, 2008 with changes noted:

M/S: Aoalin/Phan

Ayes: All

V. Announcements and Correspondence:

None

VI. Public Forum: None

VII. Adoption of Agenda:

Library Advisory Commission Meeting of September 15, 2008

Unapproved Minutes

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MOTION to approve agenda as submitted.

M/S: Montano/Phan

Ayes: All

VIII. Unfinished Business:

1. Library Building Project Update

Steve Erickson provided the commission with an update of the library building project. The project remains on schedule and within budget. Substantial completion is expected by the end of September with final completion expected by the end of December.

City Council has approved the “soft opening” date of January 5, 2009 and the grand opening and dedication will take place on January 10, 2009.

2. Financial Donations Policy and Procedures Update

The Financial Donations Policy establishes a process to review and accept financial donations designated for use by the Milpitas Public Library. The outreach plan elements include the following: letter and brochure mailed to local CEO’s; brochure distributed to City Hall, Commissions, public counters, and Friends of the Library; brochure distributed with the Panorama; local media outreach including City website and PSA’s.

The Milpitas Finance Department will hold all financial donations and the City Council will approve all purchases over \$10,000 and the donations of less than \$1,000 will follow the JPA policy.

The commission reviewed the final draft of the donation policy and the brochure advertising the program.

3. Review of Mementos for Grand Opening Event

Leslie Stobbe presented various items and ideas for the mementos for the grand opening event. The low end premium items will be purchased in bulk and the high end items will cost more per item but not as many will be purchased. Ms. Stobbe looked at several high end items including mugs, clocks, desk organizers and book marks. Ms. Stobbe thought the book marks were appropriate for this event. The commission reviewed the items and gave their input for the colors and decided on gold book marks with blue background.

Ms. Stobbe presented various pens and the commission picked the two that they preferred and Ms. Stobbe will pick the best one that she could for the price.

The low-end gifts would include a bookmark that would have a picture of the historic building and would “flip” to a picture of the new building. Ms. Stobbe will try to negotiate the price of the “morph” down, as it would work better than the “flip”.

4. Draft Financial Donations Brochure

Ms. Stobbe would like to form a sub-committee to finalize the donation brochure, which would include three commissioners, Linda Arbaugh and Chairperson Hay. After a short discussion, it was decided that all commissioners could e-mail their input to Chairperson Hay and Ms. Stobbe, Ms. Arbaugh and Chairperson Hay will meet and compile the suggestions.

IX. New Business:

None.

X. Other Business

1. Friends of the Milpitas Library

Book Sale September 26-28. The donation form will be done to hand out at the sale.

2. County Librarian Report

All of the library’s public computers are gradually being replaced. Milpitas was the first to go on to the new system, and the public seems to be enjoying the newer, faster machines.

The Library has received a grant of \$134,000 for a project called “Get Healthy @ the Library.” The grant is federal Library Services and Technology Act money, administered through the California State Library. The money has not been received since the state has not passed the budget. The “Get Healthy” grant is a partnership among the Library, the PlaneTree Health Library, the Health Trust, and the Santa Clara Valley Health and Hospital System. The grant is aimed at improving health information services, particularly for those 50 and over. During the coming year, there will be programs on health topics, looking at health databases and core collections, and starting to create a web portal that will be called “50 for 50”: the top 50 health issues and diagnoses for those 50 and over. The portal will include links to articles and information about the health issues. Staff is also

looking to incorporating the PlaneTree model of individual in-depth health reference services into the libraries.

The Library's newsletter will be arriving to homes in the next week or two.

The next JPA meeting will be on Thursday October 23, 2008.

3. Community Librarian Report

Programs and Services – some highlights:

A very successful blood drive was held on Saturday August 30. The next blood drive will be held on Saturday November 29 in the bloodmobile. There has been good support from the community in the form of coupons for the donors.

The summer was very busy with a lot of programs for children and young adults. Our teen events have grown in popularity. It is now common for there to be 40 or 45 teens in attendance. Don Phillips, the teen librarian, is also in charge of the volunteer program for high school students. Many of them need to perform a certain number of volunteer hours as a requirement for graduation. Our volunteer program is a win-win. It brings teens into the library, and we also benefit from their services. At least two of these volunteers have gone on to apply and be selected for the position of page.

Jamie Yao, the coordinator of Read to Succeed, was recognized at the August 19 city council meeting and at the August 26 school board meeting. The program received excellent coverage in the Tri-City Voice and the Milpitas Post.

Move

An inventory has been prepared of the furniture and equipment that will not be taken to the new library. Other libraries are reviewing the list and have identified some pieces that they can use. Library staff will be meeting with the new purchasing manager and representatives from the two moving companies that the county has contracts with. They will review the material to be moved, and also the spaces in the new library where it will end up. It looks like the first day the library will be closed for the move will be Monday, November 3.

Staffing

Klara Kim began work on August 18 as the new half-time children's librarian. She is a recent library school graduate and has

relocated to California from Illinois. Manuel Van Deutekom will start work on October 6 as the new full time janitor.

Holidays

Closed Monday, October 13 for Columbus Day and Tuesday November 11, for Veterans' Day.

4. City Council Report

Councilmember Giordano reported that the Public Art Committee and the Arts Commission have voted to remain separate. The Arts Commission is considering moving "Cartwheels" from City Hall to the Library.

5. City Staff Report

Rosana Cacao reported that Spooktacular will take place at the Sports Center on Saturday October 25 from 12:00pm-4:00pm. Breakfast with Santa tickets will be on sale November 6 with the event taking place on December 6. The Veteran's Day Ceremony will take place on November 11.

Important Dates to remember:
City offices closed, September 1.

XI. Future Agenda Items

November – Commission meeting calendar for outreach of donations
January 2009 - Nominations for Chair and Vice-Chair

XII. Adjournment

There being no further business, Chairperson Hay adjourned the meeting at 8:55 p.m. to the next regularly scheduled meeting on November 17, 2008 at 7:00 p.m. at the City Hall Committee Room

MOTION to adjourn the meeting.

M/S: Stephens/Montano

Ayes: All